


Idaho Department of Correction 	Standard Operating Procedure	Title: Vocational Work Projects: Offender Selection and Crew Management		Page: 1 of 17
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BOARD OF CORRECTION IDAPARULE NUMBER 611

Business with Inmates and Labor of Inmates

POLICY DOCUMENT NUMBER 611

Work Projects

DEFINITIONS

Incentive Pay: Payment to inmates for performing work at a correctional facility, which is at the sole discretion of the Department.

Inmate Management Plan (OMP): A computer-based system maintained within the Corrections Integrated System (CIS) that is used to record, monitor, and track the program activity of an inmate.

Vocational Work Project: A public vocational work project performed by inmate work crews for outside agencies in conjunction with a Human Resource Agreement (HRA).

Vocational Work Project Manager: A Department employee, as assigned by the chief of the Division of Prisons, responsible for overseeing statewide work projects and prison industry enterprise (PIE) programs, to include fiscal accountability, budget development, and facility adherence to requirements set forth within Idaho Department of Correction (IDOC) work projects policies and standard operating procedures (SOPs).

Vocational Work Project Lieutenant: A Department employee assigned as a correctional supervisor, responsible for managing the facility vocational work project section.

Vocational Work Project Staff: Correctional employees assigned to coordinate, supervise, and monitor vocational work projects.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish standardized guidance in vocational work projects for the following:

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- Selecting and supervising inmates;
- Ensuring that appropriate work, health, and safety standards are followed; and
- Providing appropriate clothing, equipment, and training for inmates.

SCOPE

This SOP applies to the activities of Idaho Department of Correction (IDOC) staff and inmates in relationship to vocational work projects.

RESPONSIBILITY

The vocational work project lieutenants and the facility heads are responsible for implementing and practicing the provisions provided herein.

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GENERAL REQUIREMENTS

1. Management Team Site Visits

A member of the facility management team (lieutenant and above) will conduct an unannounced site visit each month at work-sites located within 50 miles or less of the facility, and will occasionally visit work sites beyond the 50 mile radius. Facility heads and deputy

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wardens (or second in command in facilities without deputy warden positions) must conduct at least two (2) site visits each year. During each inspection the management team member will complete appendix A, *Off-site Vocational Work Project Crew Inspection*.

2. Placement Criteria

Whenever possible, inmates should remain in vocational work projects for at least one (1) year. To be placed on a vocational work project crew, inmates must meet the following criteria:

- Meet the placement criteria found in SOP [303.02.01.001](#), *Classification: Inmate*
- Sign a [Waiver of Extradition](#)
- Have a medical approval for work; and
- Have followed their case plan and successfully participated in appropriate programs and education.

3. Inmate Selection

Before placement on a specific vocational work project, inmates must pass the following tests sometime during their incarceration:

- **All inmates**—will be medically screened before participating on a vocational work projects crew.
- **Fire crews**—must pass the pack test. (The pack test is a work-capacity test for wildland firefighters that measures aerobic capacity, muscular strength, and muscular endurance. Currently, three miles with a 45 pound pack in 45 minutes.)

Note: Also see section 23, subparagraph titled *Selection Procedures*.

4. Inmate Training

Inmate training will be scheduled to prevent conflict with treatment, vocational, and education programming. Training may be offered at facilities that do not have vocational work projects to prepare inmates for entry into the vocational work project program. Inmates will be trained in the following topics and the results documented in the Inmate Management Plan (OMP) before being allowed to participate in vocational work projects:

General Work Projects

- Basic cardiopulmonary resuscitation (CPR)
- Basic first aid
- Vocational training

Fire Crew

- Basic CPR
- Basic first aid
- Vocational training

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- Basic fire school

Coursework

- S-212, S-130 (*Fire Fighter Training* [risk management] & *Wildland Fire Chain Saws*)
- S-210, S-190 (*Wildfire Origin and Cause Determination & Introduction to Wildland Fire Behavior*)
- Physical training.

5. Vocational Work Project Rules

All inmates assigned to the vocational work projects will sign appendix B, *Vocational Work Project Inmate Rules*, and agree to abide by the rules that apply to vocational work projects. Failure to sign the agreement will disqualify an inmate from a vocational work project assignment.

6. Work Performance Evaluation

One (1) goal of the vocational work project program is to teach inmates how to succeed in the work place. Expectations include teaching and modeling work ethics, problem solving, appropriate personal interaction, how to follow directions, how to accept criticism, customer service, etc. An accurate assessment of job performance, attitude, and behavior combined with coaching and guidance is an important component of the vocational work project program.

The supervising vocational work project staff will document the inmates' work performance in the Corrections Integrated System (CIS) as a *contact note (C-note)* each month during the 60-day probationary period and quarterly thereafter.

Inmates are not permitted to solicit letters of recommendation **or** references from employees of contracting agencies. If an employee of a contracting agency offers to write a Letter of Recommendation **or** reference, the inmates must refer the person to the vocational work project staff.

If the contracting agency employee has written a Letter of Recommendation, the vocational work project staff will take the letter and forward it to the vocational work project lieutenant.

If the contracting agency employee has not yet written a Letter of Recommendation, but wants to, the vocational work project staff will provide the employer with contact information (e.g., the telephone number **or** email address of the vocational work project lieutenant).

7. Inmate Incentive Pay

A two (2)-level pay structure will be used in vocational work projects. Newly assigned inmates will be on probation for 60 days at reduced incentive pay.

Vocational work project assignments will be divided into low-skill and high-skill categories with a corresponding incentive pay differential. Inmates may be given raises incrementally within the pay scale at the discretion of the facility head (or designee). Reductions in pay may be used as corrective measures. **The vocational work project lieutenant must approve any reduction in pay, and the supervisor must document the performance problems**

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in the CIS as a C-note identifying the performance problem and including a corrective plan with the desired performance objectives.

Pay Range Table

Job Assignment	Pay Range (probationary)	Pay Range (non- probationary)
Low-skill	50¢ per hour	70¢ per hour
High-skill	70¢ per hour	90¢ per hour
Fire crew lineman or camp crew	N.A.	\$1.25 per hour
Sawyers	90¢ per hour	\$1.35 per hour
Fire crew lead worker	N.A.	\$1.50 per hour

Note: The awarding of incentive pay is strictly a gratuity at the discretion of the facility head. It does not imply an employer/employee relationship nor does it entitle an inmate worker to any pay or benefits normally associated with State or contracting agency employment. In the event of an on-the-job injury, pay does not entitle an inmate to worker's compensation benefits.

8. Inmate Management on Vocational Work Projects

Before inmates are allowed to leave the facility on a vocational work project crew, the vocational work project lieutenant will ensure that:

- Each inmate has a signed *Waiver of Extradition* and that the waiver has been updated within the last year,
- Each inmate has been classified minimum custody,
- Each inmate has attended training for vocational work projects (see section 4), and
- Medical has cleared the inmate for work.

Vocational work project staff will ensure that inmates do not:

- Leave the facility with clothing other than those that are approved,
- Have money in their possession, and
- Have contraband before leaving or upon returning to the institution.

In addition to work-related tools and equipment, each vocational work project staff will take the following equipment on each project:

- Briefcase or metal-enclosed clipboard,
- Very high frequency (VHF) programmable radio (optional),
- First aid kit (standard issue in state vehicle), and

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- Fire extinguisher.

9. Walk-aways, Escapes, Disturbances, and Medical Emergencies

Existing policies, SOPs, and field memorandums related to emergencies will apply to walk-aways, escapes, disturbances, and medical emergencies. Post orders for all vocational work project positions will detail the procedures to be followed in case of a walk-away, escape, disturbance, or medical emergency.

The facility head (or designee) will ensure that all emergency post orders are forwarded to the Division of Prisons' emergency coordinator.

10. Field Injuries or Illnesses of Inmates

Inmates are trained to report illnesses, injuries, or medical problems. However, vocational work project staff should remain observant for signs of illness, injury, and medical problems. Inmates falsely reporting problems may be removed from the program.

Staff may render first aid within the scope of the IDOC-approved first aid and CPR training (see section 4), but will not exceed the level at which they have been trained.

Superficial Injury

Vocational work project staff may apply **or** allow the inmate access to first aid remedies commonly found in standard first aid kits such as adhesive strips (Band-Aids®), topical ointments, and acetaminophen.

Minor Illness

When an inmate reports **or** a vocational work project staff member observes an illness, the staff member may allow the inmate access to remedies found in a standard first aid kit, such as acetaminophen or ibuprofen. The staff member should observe the inmate to see if the symptoms worsen.

If the inmate reports **or** the staff member observes symptoms that might indicate the possibility of a more serious illness or condition, the staff member will implement the procedure for serious illness.

Serious Injury or Illness

Any injury **or** illness that requires the attention of a doctor **or** trained medical technician for stitches, x-rays, joint manipulation, or other examinations is considered a serious injury. Vocational work project staff will render first aid within the scope of their training (see section 4) **and** will take one (1) or more of the following actions depending on the situation:

- Contact the shift commander. (The shift commander will contact the facility medical staff, explain the situation, and based on the medical staff's recommendation, give the vocational work project staff member direction.)
- Transport the inmate to an IDOC medical facility.
- Transport the inmate to a hospital or other medical facility.
- Contact the shift commander upon reaching the hospital or medical facility.

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- Immediately following the situation, staff must write an information report (see SOP [105.02.01.001](#), *Reporting and Investigation of Major Incidents*).

Emergency Medical Conditions

Vocational work project staff will implement standard emergency response practices such as 911, ambulance, or Life Flight. After the emergency response has been initiated, staff will contact the shift commander. The shift commander will contact administrative personnel in accordance with SOP 105.02.01.001, *Reporting and Investigation of Major Incidents*. If necessary, the shift commander will dispatch security staff to meet the inmate at the hospital.

Inmates on fire **or** camp crews will only be allowed to lay-in for a maximum of two days. After that period, the inmate will be transported back to the facility as soon as possible.

11. Field Supervision of Vocational Work Project Crews

Facility heads are responsible for ensuring that vocational work project crews are properly staffed. Establishing specific staff-to-inmate ratios is impractical because the location and nature of the work project must be considered. However, the following guidelines must be followed:

For crews that are away from the facility overnight—two or more vocational work project staff must accompany the crew so that there is 24-hour security coverage. For example: one (1) officer is supervising the inmates during the day and one (1) officer is supervising the inmates at night. For exception: One staff member can supervise a trail crew comprised of 10 inmates **or** less that is camped in the back country away from a trail head, town, road, or area that the public can easily access. The campsite must not be within easy walking distance of town, road, or trailhead.

For crews that return to the facility every day, when working in a remote area with limited contact with the public—one vocational work project staff can supervise a 20-man crew.

For crews that return to the facility every day, when working in areas where contact with the public is likely—one vocational work project staff cannot supervise more than a 15-man crew (depending on crew separation and the ability to complete random checks within two [2]-hour intervals). If the crew is separated to work in small groups, the officer must make random checks on the crew within two-hour intervals. In addition, when inmates are working with employees of the contracting agency, at least one of the employees must have participated in IDOC-approved vender training.

If the crew has a high-profile inmate (e.g., sex inmates and other inmates who generate media interest), the crew must remain under direct vocational work project staff observation.

The facility head **and** vocational work project staff will also consider the crew's safety. For example, inmates should not be unsupervised if they cannot call for help if someone is injured.

Vocational work project staff should provide direct supervision of inmates whenever possible **and** conduct ongoing random checks of crews that are physically separated.

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Contact between the public and inmates should be avoided. Inmates should not work near minor children. However, complete isolation from the public is often impossible. Therefore, vocational work project staff must use good judgment and ensure that the inmates on their crews understand the guidelines they are to follow.

If minor children happen to arrive near a crew, vocational work project staff will take appropriate precautions. If a staff member learns that minor children will often be present at a vocational work project job site, he will notify the vocational project lieutenant as soon as possible. If the presence of minor children poses an undue risk (e.g., the supervising staff member cannot maintain constant visual contact with inmates who are near minor children) the staff member should cease work for the day and immediately return the inmates to the facility or housing site. The inmates should not return to the work site until facility management can resolve the issue.

Vocational work project staff will brief the inmates on the following information and document it in the daily log:

- The physical perimeter or boundaries within which inmates must stay
- The times and locations of counts
- Reporting instructions
- Recall instructions
- Specific guidelines regarding contact with civilians and the contracting agency's employees when such contact cannot be avoided **or** is necessary to perform the assigned duties
- Safety issues
- Specific details about the project and expected behavior

12. Inmate Mail

Incoming mail

Regular incoming mail will not be forwarded to vocational work project sites. The facility head may make an exception for long-term camp projects.

Outgoing mail

Outgoing mail must be sent through the facility **and** cannot be sent using mail services outside the facility.

Legal mail

Legal mail will be forwarded to inmates that are housed away from the facility for more than 14 days. An inmate with a pending legal action that may require a quick response should not be assigned to a camp **or** fire crew.

13. Inmate Telephone Calls

Inmates are generally not allowed to make telephone calls when they are away from the facility. The facility head may approve telephone calls for inmates when they are housed away from the facility on a long-term project. This would normally apply to a vocational work

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project crew that is away from the facility for more than seven (7) days. Only local or collect calls can be made. Vocational work project staff will monitor all calls.

If calls are approved, the facility head will issue written instructions to the vocational work project staff that include the following:

- Where the telephone calls will be made
- The time limit for each call
- The number **and** frequency of calls
- The number of attempts each inmate has to complete the call

14. Televisions and Radios

Radios and other distractions can increase the risk of injury while working. In addition, radios and television sets create additional risks for the concealment of contraband and shear bulk of property transported to and from a vocational work project site.

Therefore, radios and televisions are generally not allowed on vocational work projects. They are never allowed at the work site. Facility heads can grant exceptions and allow either radios or televisions or both at a housing site when inmates are housed away from the facility for an extended time. However, no exception can be made to allow radios or televisions during work.

15. Expectation for Respectful Communication

Respectful communication is important for an inmate's success in the work place after his release; therefore, inmates must agree to not use offensive language such as profanity, vulgarity, and prison slang. Vocational work project staff must role model respectful communication **and** must refrain from such language as well.

16. Record Keeping

Each day vocational work project staff will complete appendix C, *Vocational Work Project Daily Log*, and for serious situations, detailed information reports (see SOP 105.02.01.001, *General Reporting and Investigation of Major Incidents*). The logs and reports are submitted to the vocational work project lieutenant at the end of each work day **or** when the vocational work project crew returns to the facility if the crew is housed off-site. The following information is recorded on the logs, when applicable:

- Job name, contracting agency, and location
- Name and IDOC number of all assigned inmates
- The names of the supervising officers
- Time of departure from facility
- Time of arrival at the work site
- Worker briefing on restrictions and safety
- Time and results of all counts (formal and informal)

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- Location of workers (if separated into small work units)
- Inventory of major IDOC and contracting agency tools and equipment used
- Any illness or injury occurring to either staff **or** inmates
- Any disciplinary or security problems
- Any other unusual activity
- Progress on the project
- Any positive or negative feedback from the contracting agency
- Names and times contracting agency personnel are present at the work site

Upon receiving the logs from vocational work project staff, the vocational work project lieutenant will do the following:

- Review the daily logs
- Review any information reports
- Report any unusual or significant information to the facility head
- Complete a 105 *Incident Notification Report* ([105 Report](#)), if warranted (see SOP 105.02.01.001)
- Take corrective action if necessary (see section 7)
- File the logs and reports

The vocational work projects lieutenant should complete random monthly crew checks (as determined by the facility head) **and** note it in the daily log.

17. Count Procedures

Out-counts

Facility field memoranda will detail the out-count procedure to be used for inmates. **Out-counts will be completed in CIS; all vocational work project crews will be recorded in the 'off-site crew' module.**

To ensure that all IDOC inmates are accounted for, vocational work projects will place inmates on an "out-count" each time the inmates leave the facility. This allows the facility to clear count when the crews are off-site. Vocational work project staff will complete the following steps for their crew before they leave the facility:

- Write each inmate's name on an out-count form. (The form is generated in CIS).
Ensure each inmate is checked out using the CIS 'off-site crew' module.
- Write each inmate's name on his daily log.
- Ensure that the daily log and out-count match.
- Confirm that the daily log matches the inmates on the crew before leaving the compound.

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- Notify central control when the crew leaves the facility, confirming the number of inmates on the crew.

Counts

A minimum of four (4) formal counts per 24 hour day must be completed and documented on all inmates.

In addition, minimum physical accountability must be maintained in accordance with SOP [303.02.01.001](#), *Classification: Inmate*. A visual check on all minimum custody inmates must be accomplished every two hours unless waived in writing by the facility head.

18. Communications between Vocational Work Project Staff and Facility

At least one vehicle assigned to vocational work projects should be equipped with a VHF radio transceiver. Under most circumstances, this should provide direct radio communication with the facility control center.

Vocational work project staff may be issued a cellular/satellite telephone, which will only be used for official calls.

If neither a radio nor cellular telephone contact is possible, vocational work project staff may pre-establish a call-in reporting time with the facility **or** contracting agency **and** make arrangements to access a telephone at those times.

19. Vocational Work Project Communications/Contact with Agencies and Public

Vocational work project staff members represent the IDOC and act as liaisons between the IDOC, the contracting agency, and the inmates. Staff will strive to resolve problems that arise. Problems, questions, and requests that are outside a staff member's scope of authority should be referred to the vocational work project lieutenant.

If the vocational work project lieutenant cannot resolve the issue, respond to the request, or answer the question, he will continue up the chain of command until the matter can be resolved.

20. Transport

Inmates must abide by the following rules during transport:

- Noise will be kept to a minimum
- Rest stops will be at vocational work project staff discretion
- When traveling by commercial means, vocational work project staff **and** inmates must adhere to the instructions given by the transportation provider.
- Inmates are prohibited from gesturing or using other means to communicate with citizens on the road.

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21. Returning to the Facility

Vocational work projects provide a means for inmates to introduce contraband into a correctional facility. Vocational work project staff members are responsible for security in the field **and** when re-entering a facility.

Items that are readily available in the community, such as tobacco and alcohol, are strictly prohibited for inmates. Such contraband is serious in the field and threatens staff and inmate safety if introduced into a facility.

Vehicles and equipment boxes will be searched before coming into the compound.

Each facility head must designate a re-entry area to reduce the risk of contraband entering the facility. At the re-entry area, inmates will undergo a clothed body search (pat search) or an unclothed body search (see SOP [317.04.02.001](#), *Searches of Offenders*). In addition, all of the inmate's gear must be searched.

22. Inmate Clothing and Protective Equipment

Inmates may not wear personal clothes on vocational work projects. Inmates may not accept clothing **or** equipment from contracting agencies, agency employees, fire camp commissaries, or other persons/agencies.

Vocational work project staff are responsible for ensuring that inmates are issued and wear appropriate clothing and safety equipment. Inmates must wear safety equipment assigned for the job such as safety glasses, hard hats, etc.

Guidelines to be followed in issuing inmate clothing and equipment are located in appendix D, *Inmate Clothing and Protective Equipment*.

Guidelines to be followed when issuing inmate clothing and equipment for firefighting are located in section 23.

23. Fire and Camp Crews

The following are the general and specific instructions regarding the duties of fire and camp crews, their supervising officers, and the activation and operation of these crews.

Inmate Clothing

Fire crew clothing will be Nomex® shirt and pants, red logo t-shirt and sweatshirt (both displaying the vocational work project logo), and cap. No substitutions allowed.

Forest Service-approved gear will be worn on the fire line at all times (e.g., boots, hard hat, gloves, goggles, and Nomex® pants and shirt).

Fire crew clothing will be worn for the entire period the crew is en route to the fire camp, at the fire camp, and returning to the facility.

Selection Procedures

The vocational work project lieutenant must approve all inmates before they can be assigned to a fire **or** camp crew. The vocational work project lieutenant will complete the following steps before approving an inmate's assignment to a fire **or** camp crew:

- Ensure that medical has cleared the inmate for fire **or** camp crew participation.

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- Ensure that the inmate has read and signed appendix E, *Inmate Firefighting Acknowledgement of Risks, Governing Law, and Jurisdiction*.
- Ensure that the inmate has a current U.S. Forest Service 'Red Card' (*Incident Qualification and Certification*) **or** that the inmate attends 'Red Card' training before being activated on a fire **or** camp crew assignment.
- Ensure that the inmate has passed the pack test. (**Camp crew:** three miles in 45 minutes. **Fire crew:** three miles carrying a 45 pound pack in 45 minutes.)
- Ensure that the inmate has received proper clothing and equipment.
- Ensure the inmate has met all the criteria listed herein.

Fire Cache and Equipment

Fire crews must be properly equipped and prepared to leave the facility on short notice. Once firefighting equipment is prepared for use, it must remain safe from tampering and theft. The facility head will identify in a field memorandum a secure area for a fire cache. The vocational work project lieutenant is responsible for maintaining appropriate conditions and inventory of equipment.

Personal Gear Packs, Initial Attack Packs, and Officer Equipment

The vocational work project lieutenant is responsible for ensuring that:

- All fire crew members have been issued an initial attack backpack and gear as identified in appendix F, *Firefighting Equipment Checklist*
- All fire crew members have been issued a personal gear pack and gear as identified in appendix F
- All vocational work projects fire officers have been issued equipment as identified in appendix F
- All initial attack packs, personal gear packs and officer equipment have been properly packed, marked, and stored
- All saws, hand tools and other required equipment is inventoried and in proper working condition
- A vocational work project staff member completes appendix G, *Firefighting Readiness Checklist*, on vehicles that could be dispatched with the fire crews.

Fire Crew Dispatch Procedures

The steps in the following table will be followed to establish procedures for the dispatch of fire crews:

Functional Roles and Responsibilities	Step	Tasks
Vocational Work Project Lieutenant	1	Provide fire dispatch with the telephone number of the facility central control center.
Vocational Work Project Lieutenant	2	Notify the fire dispatch when a crew is ready and available for dispatch.

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Functional Roles and Responsibilities	Step	Tasks
Vocational Work Project Lieutenant	3	Provide central control with the telephone numbers of fire crew officers.
Vocational Work Project Lieutenant	4	Keep the control center updated regarding on-call or other staff rotations.
Fire Dispatch	5	Notify the facility central control when the crew is dispatched to a fire.
Central Control	6	Confirm the date and time the crew is dispatched and any other information that is available.
Central Control	7	Notify the on-call crew officers, the vocational work project lieutenant, the facility head (or duty officer), the administrative support staff lieutenant, and the shift commander.
Shift Commander (or designee)	8	Notify the fire crew(s) and begin preparing them pending arrival of the fire crew officers.

Fire Crew Activation

Each facility will describe its fire crew activation procedures in a field memorandum.

Procedures upon Arrival at Fire Destination

Officers are required to assess each situation and establish a standard of operation that meets both the security requirements of the IDOC and the contracting agency.

If the officers are not satisfied that adequate security is possible due to the specific camp environment, they will notify the vocational work project lieutenant. The vocational work project lieutenant will provide specific instructions. If the vocational work project lieutenant is unavailable, vocational work project staff will contact the facility duty officer.

Fire crew officers will check in with fire camp operations as soon as possible after arrival.

Officers will then set up camp at the assigned location. Officers will determine the layout of sleeping arrangements. If terrain permits, sleeping arrangements should be evenly spaced and in an organized manner. Officers will establish acceptable perimeters for unrestricted inmate movement within the camp, any movement outside the established perimeter must be cleared by an officer. The fire crew will move as a group unless otherwise instructed. Crews are expected to conduct themselves in a professional manner at all times.

Daily Briefing by Contracting Agency in Charge

Attendance is mandatory for at least one (1) fire crew officer. A fire crew lead worker from each fire crew may attend at the discretion of the officers.

The officers will conduct their own briefings with the fire squad and lead workers.

Re-supply

Each day the fire crew lead worker will gather a list of needs from squad members.

The fire crew lead worker will submit the list of needs to the fire crew officer for approval.

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The fire crew officer will draw supplies. No items will be drawn for personal use of vocational work project staff or inmates except at fire site, and issued property will be returned at the completion of the fire or upon return to the facility.

Inmates drawing unauthorized supplies may be subject to disciplinary action.

Fire crew officers must approve any exceptions to this re-supply procedure before supplies are acquired.

Demobilization from Fire Camp

When a fire crew is demobilized, fire crew officers will complete all checkout procedures, including payroll, commissary, supply, etc.

Whenever possible, the fire crew officers will notify the facility of the crew's travel itinerary.

Vehicles

Only correctional staff will check vehicles out to or in from a vocational work project.

Inmates may be assigned to drive vehicles depending on the job. Inmates who drive must have a valid driver's permit.

Seat belts (when equipped in vehicles) will be used anytime the vehicle is in motion.

Note: Also see policy 115, *Use of Department Vehicles*.

Equipment and Tools

See SOP [611.02.01.001](#), *Vocational Work Projects: Financial and Administrative Procedures for*.

REFERENCES

Appendix A, *Off-site Vocational Work Project Crew Inspection*

Appendix B, *Vocational Work Project Inmate Rules*

Appendix C, *Vocation Work Project Daily Log*

Appendix D, *Inmate Clothing and Protective Equipment*

Appendix E, *Inmate Firefighting Acknowledgement of Risks, Governing Law, and Jurisdiction*

Appendix F, *Firefighting Equipment Checklist*

Appendix G, *Firefighting Readiness Checklist*

Department Policy [115](#), *Use of Department Vehicles*

Standard Operating Procedure [105.02.01.001](#), *Reporting and Investigation of Major Incidents*

Standard Operating Procedure [303.02.01.001](#), *Classification: Inmate*

Standard Operating Procedure [317.04.02.001](#), *Searches of Offenders*

Standard Operating Procedure [318.02.01.001](#), *Disciplinary Procedures for Inmates*

Standard Operating Procedure [611.02.01.001](#), *Vocational Work Projects: Financial and Administrative Procedures for*

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[Waiver of Extradition](#)

— End of Document —

IDAHO DEPARTMENT OF CORRECTION
Vocational Work Project Offender Rules

I, _____, agree to abide by the following rules, policies, and procedures of the Idaho Department of Correction (IDOC) and vocational work projects. I understand that failure to comply with these rules and the rules of the IDOC may result in disciplinary action up to and including termination from the vocational work projects program, and, if applicable, criminal prosecution.

1. I will work to the best of my ability. I understand that unsatisfactory work will result in corrective job action, which may include termination from vocational work projects.
2. I will be courteous and professional. I will not use profanity, vulgar language, prison slang, or obscene or threatening gestures. I will not engage in horseplay or any other behavior that is unsafe or reflects negatively on my peers, the IDOC, or myself.
3. I will follow the directions of my supervisor to include: correctional staff, contracting agency staff, or other supervisors assigned to supervise vocational work projects crews. I will address any concerns, problems, or requests to IDOC staff.
4. I will be responsible for the care and maintenance of all clothing and equipment that I am issued or that I use. I understand that any misuse, abuse, neglect, or loss of clothing or equipment will result in disciplinary action to include reimbursement for the cost of the item. I will return all clothing and equipment at the end of the vocational work project or at the request of IDOC staff.
5. I will strive to maintain my health and fitness to perform my job duties to the best of my ability. I understand that malingering, feigning illness, or excessive absence from job duties due to illness may result in termination from vocational work projects.
6. I will maintain my personal appearance and hygiene in accordance with IDOC policy and facility field memoranda.
7. I agree to obey all state, local, federal laws; and IDOC policies, directives, standard operating procedures (SOPs), and rules to include the following:
8. I will only wear clothing approved by vocational work projects.
9. I will wear a shirt at all times. I will keep my shirttail tucked in. If asked, I will wear a long sleeve shirt to conceal tattoos.
10. On a fire line, I may wear an approved skullcap.
11. I will wear safety equipment while I am working and as instructed. I will not alter safety equipment in any way.
12. I will not use or possess any tobacco products.
13. I will not use any illegal drugs, alcohol, or tobacco. In addition, I will only use medication that was prescribed to me, and I will follow the prescription instructions. I will keep prescribed medications in their original container. I understand that outdated prescriptions are not allowed. I will submit to a urine, blood, breath, or hair analysis for drug use at the request of staff.
14. I will not have physical contact with or talk to civilians while on vocational work projects. I will not have visits with family, friends, or approved visitors while on vocational work projects. I will follow staff instructions and rules for contact with contract agency personnel and any other situations where limited contact with public is unavoidable.

15. I will remain in the area designated by staff at all times. I will not leave designated area, work site, or camp with an employee of the contracting agency or any other person, without specific permission from my supervising vocational work project staff. I understand that the vocational work project staff must know my whereabouts at all times.
16. If a recall is announced, I will return immediately to the state project vehicle or other designated place. I understand that I will be considered an escapee under Idaho Code, Section 18-2505, if I fail to comply with this rule, or if my whereabouts are unknown.
17. I will not ask any contracting agency employee or any other person for any kind of favor. I will not solicit letters of recommendation or references from an agency or its employees. If an employee or agency offers a letter of recommendation or reference, I will direct them to the vocational work project staff.
18. Other than those items specifically authorized by vocational work project staff, I will not use any equipment or services of the contracting agency, to include, but not limited to telephones, faxes, computers, copiers, tools, vehicles, etc.
19. I will not accept or trade for any gift, receive any property, or anything of value from a contracting agency, agency employee, or other person. I will not enter any contract to purchase any property or service from any agency employee or other person. I will not barter or trade any state-issued property or equipment.
20. While on a vocational work project, I will not possess any money, enter any store, or make any purchase. I will not acquire any goods or services through a fire camp commissary. I understand that any such goods are considered contraband.
21. I will only possess commissary or state-issued items approved by vocational work project staff. I will return any unused sundry items to a correctional officer upon return to an IDOC facility. I understand that I am subject to search both in the field and upon returning to the facility. I understand that unauthorized items will be confiscated and disciplinary action may be taken.
22. I understand that telephone calls are generally not allowed while on a vocational work project assignment. I will not make telephone calls unless approved by vocational work project staff. I understand and agree that the vocational work project staff will monitor all calls.
23. I understand that only legal mail will be forwarded to a vocational work project site if I am scheduled to be away from the facility for more than 14 days. I understand that it is my responsibility to tell the vocational work project lieutenant if I have a lawsuit pending that has deadlines for submission.
24. I understand that my regular mail will be held at the facility. I understand that all out going mail must be posted at the facility and that no mail may be posted through correctional or contracting agency staff.
25. I understand that radios and television sets are not allowed on vocational work projects, unless specifically approved by the facility head.
26. I will not work around or have contact with minor children.
27. I will not wager, bet, or gamble on any event, game, or outcome.
28. I will not swim or engage in any water activities without specific permission of supervision staff.
29. I will avoid contact with both wild and domestic animals.

30. I understand that vocational work assignments take priority over visits, passes, and other activities. I understand that I may be required to go to work on a fire or other vocational work project regardless of what other activities I may have scheduled.
31. I agree to participate in volunteer community service projects and always perform in a manner that brings credit to Vocational Work Projects and me.
32. I understand that violation of any of the above rules or those set forth in SOP 318.02.01.001, *Disciplinary Procedures: Inmate*, may result in loss of or reduction of incentive pay, adverse job actions to include termination from vocational work projects, administrative disciplinary action, referral for prosecution if applicable, and/or a combination of any or all of these sanctions.
33. I understand and agree that selection for participation in vocational work projects and retention on those vocational work projects are completely discretionary with the vocational work project administrator and facility head where I am assigned for housing and that nothing set forth herein shall constitute an assurance or guarantee for selection for or continued retention on any particular vocational work project.

Inmate's Signature

Date

IDAHO DEPARTMENT OF CORRECTION
Vocational Work Project Daily Log

Date/Time:	Job Name:	Agency Contact:	Vehicle Plate No. Mileage End:	Vehicle Plate No. Mileage End:
Project No:	Supervisor:	C/O Hours: Overtime:	Mileage Start: Total Miles:	Mileage Start: Total Miles:

Name	IDOC #	Hours/ Pay Code	Name	IDOC #	Hours/ Pay Code
Pay Codes: Lead=LD, High=H, Low=LW					

Activity Log
(Continue On Reverse)

Time:	Major Events

IDAHO DEPARTMENT OF CORRECTION
Offender Clothing and Protective Equipment

1. Footwear

General issue: (for work that does not require extensive walking in rough terrain.)

- All leather,
- Non-marking lug sole (not waffle),
- Ankle height,
- Insulated, and
- Safety toe (optional).

Firefighting and forestry projects: (approved U.S. Forest Service fire boot)

- Eight ounce (8 oz.) leather vamp and upper,
- Minimum of eight inch (8") top,
- 14 gauge steel shank,
- Leather heel base,
- Leather insole,
- Lug-type sole, etc.

Inmates assigned to forestry work **or** fire crews are issued approved fire boots will be charged full price for the footwear. A withdrawal form will be signed when the boots are issued and the boots become the property of the inmate. The staff member issuing the boots will ensure that the boots are added to the inmate's property file.

Inmates will be issued rubber over-boots when working in cold or wet conditions. Insulated pack-type boots may be issued in severe weather conditions.

2. Socks/Insoles

Six (6) pair of medium weight, wool blend, calf-length boot socks. In addition, for wear with logging-type boots six (6) pair of lightweight liner socks. Inmates may purchase Spenco® type insoles through a source approved by the facility head.

3. Work Pants

Each inmate will be issued at least three (3) and no more than six (6) standard State-issued blue jeans.

Brown duck overalls (either insulated or non-insulated) will be issued based on work and weather conditions. A six inch (6") by six inch (6") orange placard with the vocational work project logo in four inch (4") print will be sewn on the back of the overalls.

4. Work Shirts

Each project worker will be issued:

- At least three (3) and no more than five (5) (10 for fire and camp crew) medium weight, 50/50 cotton/polyester blend t-shirts, red in a color, displaying the vocational work project logo.

- One (1) nine ounce (9 oz.), 50/50 cotton/polyester, hooded sweatshirt, red in color, displaying the vocational work project logo.

5. Coats

Each project worker will be issued one (1) denim or canvas coat blue (Note: Givens are brown duck in color like the overall's) in color with quilted lining or one (1) standard inmate issue wool lined blue denim coat.

6. Rain Gear

Each project worker may be issued one (1) set of urethane-coated, nylon rain gear, yellow in color, as dictated by weather conditions.

7. Long Johns

Project workers may be issued additional pairs of standard, cotton thermal long johns if required by work and climatic conditions.

8. Head Wear

Each project worker will be issued:

- One (1) nylon mesh ball cap, red in color, with generic logo;
- One (1) standard issue watch cap, orange/red in color.

9. Gloves

Standard issue gloves will be a cotton cloth glove with split leather covered palm and thumb with white cotton liners. For winter use, project workers will be issued split leather gloves with integrated pile lining.

10. Firefighting clothing will be the standard, U.S. Forest Service-approved Nomex® shirt and pants with logo t-shirts and ball caps.

11. Safety Equipment

The following safety equipment items will be issued as required:

- Hard hats, U.S. Forest Service specifications, yellow;
- Goggles, U.S. Forest Service specifications;
- Ear plugs;
- Safety glasses;
- Saw chaps;
- Steel-toed boots.

IDAHO DEPARTMENT OF CORRECTION
Offender Firefighting Acknowledgment of Risks, Governing Law, and Jurisdiction

I, _____, desire to participate in forest fire prevention and control activities (Activities), as authorized by Idaho Code, Section 20-410. I understand that such Activities may take place both within and outside the boundaries of the State of Idaho. In consideration of being allowed to participate in such activities and the compensation received therefore, I agree as follows:

Risks

I acknowledge the following warning:

There are significant elements of risk in any activity associated with firefighting. Certain risks cannot be eliminated regardless of the steps taken to minimize such risks. These risks may include loss of, or damage to, personal property, accidental injury, illness, or even, permanent trauma or death.

I acknowledge that the following describes some, but not all, of those risks:

- 1) Harm, including permanent trauma or death, from exposure to fire and extreme temperatures.
- 2) Harm, including permanent trauma or death, from physically strenuous activities.
- 3) Harm, including permanent trauma or death, from equipment failure and/or operator error.
- 4) Harm, including permanent trauma or death, from high mental or physical stress including panic or panic attacks.
- 5) Harm, including permanent trauma or death, from actions of others participating in the training activity.

I understand the description of these risks is not complete and that unknown or unanticipated risks may result in injury, illness, or death.

I further acknowledge that my participation in the activities is completely voluntary.

Governing Law and Jurisdiction

At all times during my participation in the activities, either directly or indirectly and regardless of whether such activities take place within or outside the boundaries of the State of Idaho, all aspects of my participation in the activities, including any claims which may arise from or relate to my participation in the activities, and all aspects of my relationship with the State of Idaho, the Idaho Department of Correction (IDOC), and their officers, agents, representatives, and employees, shall be governed under the laws of the State of Idaho. These laws include, but are not limited to, (i) Idaho Code, Section 18-310, which addresses my civil rights; (ii) The Idaho Tort Claims Act, which addresses my ability to make claims against the State of Idaho and its agencies and employees, for injury or damage; and (iii) Title 20, Idaho Code, applicable to persons committed to the custody of the State Board of Correction.

I further acknowledge and recognize that I shall be and remain under the supervision, control and jurisdiction of the State of Idaho, IDOC, at all times regardless of whether my participation in the activities take place within or outside the boundaries of the State of Idaho. I hereby consent to

the jurisdiction of the courts of the State of Idaho in the event of any such claim for damages or cause of action.

I agree and acknowledge that the terms and conditions of the foregoing shall continue to be in force and effect, now and in the future, at all times during which I participate, either directly or indirectly, in the activities and shall be binding upon my heirs, executors and administrators of my estate.

Participant's Name (printed): _____ Age _____

Participant's IDOC Number: _____

Participant's Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public for Idaho

Residing at _____, Idaho

Commission expires: _____

IDAHO DEPARTMENT OF CORRECTION
Firefighting Equipment Checklist

Initial Attack Backpack:

_____ Backpack

_____ Hard hat with chin strap
_____ Goggles
_____ Head lamp with batteries
_____ Water bottles--four (4)

_____ Gloves
_____ Emergency rain gear
_____ Fire shelter

Personal Gear Pack:

_____ Red pack
_____ Nomex® fire shirt--two (2)
_____ Nomex® fire pants--two (2)
_____ Cotton undershirt--seven (7)
_____ Logo cap
_____ Red Logo t-shirts--10

_____ Sweat bottoms--one (1)
_____ Coat
_____ Work socks--six (6)
_____ Logo hooded sweatshirt
_____ Personal hygiene packet

Fire Officer Equipment:

_____ Sleeping bag
_____ Fire boots
_____ Rain coat
_____ Tent
_____ Initial attack backpack
_____ Personal gear pack
_____ Brief case

_____ Compass
_____ Signal mirror
_____ Hardhat with chin strap
_____ First aid kit
_____ Nomex® fire shirts--two (2)
_____ Nomex® fire pants--two (2)
_____ Programmable portable radio
(VHF-very high frequency)

IDAHO DEPARTMENT OF CORRECTION
Firefighting Readiness Checklist

Vehicles:

- ☐ Vehicle fueled
- ☐ Maintenance items (tires, oil, coolant, etc.)
- ☐ Logs

Tools:

- ☐ Sharpened
- ☐ Adequate quantity
- ☐ Proper types
- ☐ Boxed

Fire Gear: Initial attack packs

- ☐ Proper quantity for vocational work project crew size
- ☐ Fully packed
- ☐ In good working condition

Tents:

- ☐ Appropriate number and type and in good working condition

Saws:

- ☐ Appropriate number and type and in good working condition
- ☐ All necessary equipment packed